

## **COLLATERAL DUTY EEO COUNSELOR POSITIONS**

**POSITION:** EEO Counselor - Collateral Duty Assignment

**NUMBER OF POSITIONS:** Eight

**OPENING DATE:** 7/13/2021

**CLOSING DATE:** Open Continuous

**WHO MAY APPLY:** All Current FRA Non-Supervisory Employees

**WORK SCHEDULE:** Collateral Duty – **Not to exceed 20%**

### **OBJECTIVES:**

The EEO Counselor will become well versed in Federal Sector EEO Programs and Policies to help individuals resolve EEO-related issues at the lowest level possible. Additionally, the EEO Counselor will be committed to fostering an environment that's free of unlawful discrimination.

### **POSITION DUTIES AND RESPONSIBILITIES:**

Selected individuals will serve as collateral-duty EEO Counselors for the Federal Railroad Administration (FRA). The selectees will spend a maximum of 20% of their time performing duties involved in the early resolution of EEO-related issues that have surfaced by individuals who perceive they have been discriminated against because of race, color, age, religion, sex, (gender identity, sexual orientation and gender stereotyping), sexual orientation, national origin, disability, genetic information or retaliation/reprisal for prior EEO activity.

The selectees will perform the following duties under the guidance/supervision of FRA's Office of Civil Rights:

- Advising the aggrieved and responsible management official(s) [RMO] of their roles, rights, responsibilities, and duties throughout the EEO process
- Making fact-finding inquiries relative to the allegations made by the aggrieved
- Collecting the facts and pertinent documentation
- Attempting to reach a mutually satisfactory resolution of the dispute between the disappointed and the RMO(s)
- Preparing a Report of Counseling which contains the information necessary to process the formal complaint (as applicable)

**OTHER:**

Collateral duty EEO Counselors report to the Office of Civil Rights in the performance of their duties. Selectees will be required to attend a Basic EEO Counseling (four days) and an annual refresher EEO Counseling course (one day). Selectees may also participate in additional training/courses to enhance their EEO counseling skills.

**QUALIFICATIONS:**

To be qualified, employees must be working at an acceptable level of performance and available to serve in the position for a minimum of one year. Candidates must:

- a. Have effective written, oral, and listening communication skills;
- b. Demonstrate the ability to exercise impartial judgment;
- c. Able to interact with employees and managers at all levels;
- d. Work independently within established timeframes.

**HOW TO APPLY:**

Employees interested in applying for a collateral duty EEO Counselor position must submit a narrative statement that addresses the following:

- a. Name
- b. Current Position Title/Series/Grade
- c. Office Location
- d. Experience, Skills/Activities and/or knowledge as it relates to the position's qualifications
- e. Copy of most recent Performance Evaluation with a minimum rating of Achieved Results.
- f. Supervisory Signature Approval for Collateral Duty Assignment

**ADDITIONAL INFO:**

The above narrative statement and a copy of your current performance evaluation should be submitted to the Office of Civil Rights, Attn: Shandra Whiting, EEO Program Manager, W33-455, 1200 New Jersey Ave SE, Washington, DC 20590 or via email to [shandra.whiting@dot.gov](mailto:shandra.whiting@dot.gov), no later than December 31, 2021.

Headquarters (Civil Rights Office)